



APPLICATION

For the use of the

CHULA VISTA PUBLIC LIBRARY MEETING ROOMS

For reservations: Phone (619) 691 5176 Fax (619) 427 4246 Email glatas@chulavista.lib.ca.us
or contact the branch directly for availability or questions.



Application for the use of (Please check one):

☐ **CIVIC CENTER BRANCH ***
365 F Street, Chula Vista

☐ **SOUTH BRANCH ***
389 Orange Avenue, Chula Vista

☐ CONFERENCE ROOM ☐ AUDITORIUM ☐ LOCAL HISTORY ROOM

☐ Room A ☐ Room B

☐ **OTAY RANCH LIBRARY "THE HUB" ***

Otay Ranch Town Center, 2015 Birch Road #409 (Next to the Food Court)

THE "HUB" OPERATES AS A MIXED USE/SHARED SPACE WHEN GROUP SIZE IS LESS THAN 10 PARTICIPANTS. POLICIES SPECIFIC TO THE HUB ARE NOT TRANSFERRABLE TO THE CIVIC AND SOUTH LIBRARIES. Applicants are encouraged to ask questions if anything is unclear.

The following is available as noted:

- ☐ Kitchen Facilities (Civic Conf. Room & South room B only. No facilities in the HUB or in the Auditorium)
- ☐ Screen (Civic Library, South Library Room B, HUB)
- ☐ Microphone and Speakers (HUB)
- ☐ Projector (HUB)

No other equipment is available; any additional item(s) required is the responsibility of the applicant.

**All rooms are available only during branch open hours and must be vacated 15 minutes prior to closing.*

DAY & DATE of EVENT: _____ **Second choice date** _____

Meeting Times: **Start :** _____ **End:** _____ (Include set-up/clean up time)

Name of Organization: _____

Type of Organization: _____

Nature of Event ** (Give general description and topic of discussion): _____

Number of attendees (estimate) _____ ****NOTE:** Event must be open to the public.

Applicant agrees to comply with the Chula Vista Public Library Meeting Room Policy or the HUB policy, use the Meeting Room Guidelines and complete the Application Process.

Print Name of Applicant: _____

Address: _____

Phone Number: _____ **E-Mail Address:** _____

Signature of Applicant/Authorized Officer or Sponsor: _____ **(Original Signature)**
(For Staff Use Only)

☐ APPLICATION APPROVED

☐ APPLICATION DENIED

Library Manager's Signature

Date

☐ Date Applicant Notified: _____

☐ In Outlook/On Meeting List



MEETING ROOM POLICY



- The Library's meeting room facilities are open to groups and organizations engaged in educational, cultural, intellectual, business, or charitable activities.
- Library meeting rooms are not available for regularly scheduled meetings of organizations or groups recurring at stated intervals and extending over a period of time. Approval may be granted for up to **three (3) meetings per quarter per space, no more than twelve (12) times in a calendar year.** Room reservations will not be accepted more than 90 days in advance of use.
- The Hub is not available for reservation when the following programs are taking place – Homework Help (M,T,W, 4pm-7pm); Library Storytimes (M,T, 5pm); Library Crafts (M,T, 4pm); Lego Book Club (Sat. 1pm). These programs may change and the library reserves the right to additional programs. Approval may be granted for twelve (12) meetings at The HUB per quarter.
- Admission to the room event must be free and open to the public as space permits.
- No charges or registration fees may be collected. The sale of merchandise or services of any type is also prohibited, however, contact information may be collected from attendees.

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MEETING ROOM USE GUIDELINES

1. The Library's meeting room spaces are available only during the branch hours of operation.

Civic Center:

Conference Room seating capacity is 25 persons

Auditorium seating capacity is 150 persons

Local History Room seating capacity is 8 persons

South Chula Vista:

Conference Room 'A' seating capacity is 25 persons

Multi-purpose Room 'B' seating capacity is 50

Otay Ranch Library

The Hub seating capacity is 50. Total capacity must not exceed 216

2. The individual or person representing an organization responsible for the reservation must ensure a signed copy of all necessary paperwork is on file with the Library.
3. When checking in for the event, the group representative will exchange his or her I.D. for a Meeting Room Checklist". At the end of the event the group representative will turn in the completed checklist for the staff to review and sign off before returning the I.D.
4. City/Library use of the space will have priority over existing reservations. In the event of a reservation needing to be changed, advance notice will be given at least 72 hours prior to the event, if possible.
5. No custodial staff assistance is included with the reservation/use of the room. The user is responsible for pre-event set-up, prompt clean up and removal of own property at close of the event/meeting.
6. Children under 18 years of age must have adequate supervision by a person of at least 18 years of age, or older.



MEETING ROOM POLICY



7. Decorations or displays must be limited to those items that are free-standing either on the floor or on a table, and must conform to Fire Department standards and regulations. Nothing may be attached to the walls or ceilings of the rooms. No signs may be placed outside of The Hub on pathways, patios, or other public places.
8. Minimal kitchen facilities are available in two rooms, one at the Civic Center Library and one at the South Chula Vista Library; no food or beverage items are to be left or stored in the kitchen between meetings. Alcoholic beverages may not be served at any event scheduled through this application process. The Hub does not have kitchen facilities, although food and beverages are permitted. All property, including trash and refreshments must be removed from The HUB at the close of the event.
9. The HUB is a large facility with various types of seating and tables. Groups rearranging the furniture must return it to the original arrangement when their event concludes. A schematic of the layout is posted. Moving the service desk and staff seating is not permitted. All set up and breakdown of seating and other items is the responsibility of those reserving the space.
10. Applications for The Hub must indicate the approximate number of participants and type of event. Small groups and committees should anticipate sharing The Hub with others using the space. Small groups (10 people or less) will be allocated a secluded location within The Hub. Events or meetings with low attendance (10 people or less) will share the space with other HUB users, if the library determines this is appropriate.
11. Smoking is prohibited in all areas of the Libraries' facilities.
12. Illegal use of the Library's facilities is strictly prohibited. All applicable Municipal, State and Federal rules are enforced.
13. The Branch Manager or authorized City of Chula Vista personnel shall have the right to enter the rooms at all times. Otay Ranch Town Center staff shall also have the right to enter The HUB at all times.
14. Neither the name, the address nor phone numbers of the Chula Vista Public Library may be used as a mailing address or contact for persons or organizations using these facilities. Reservations for The Hub are also not permitted to use the Otay Ranch Town Center name, address and phone numbers as contact information.
15. Permission to use a meeting room is not transferable from one person or organization to another. Any change in the representative or in the subject of the program as indicated on the application must be reported immediately to the Library staff. Any such change is subject to review by the Library staff to determine if a new application should be submitted, and may impact an existing reservation.
16. The Library does not advocate or endorse the viewpoints of the meeting room users. All advertisements for events using the Library meeting facilities must contain the disclaimer **"The City of Chula Vista Public Library does not advocate nor endorse the views or positions expressed by the users of its facilities."**
17. Provisions of Policy LIB-003 may be waived or amended under special conditions only by approval of the Library Director or their designated agent.
18. The applicant agrees to hold the City of Chula Vista, the Library Board of Trustees, including each and all of their respective officers, agents, employees, at all times free and harmless from any and all claims, demands, or judgments that may arise out of, and in connection with, or be the result of any



MEETING ROOM POLICY



injury sustained or suffered by any person while attending the above meeting or while on the premises of said building and grounds.

19. Failure to comply with any of these guidelines may result in the denying of future requests for use of the facilities.
20. Organizations and Individuals are advised not to post announcements on websites or literature that assumes a standing reservation, eg, "we meet the first Monday of each month at the CVPL," as the possibility exists that your reservation could be changed.
21. In the event of a conflict, the organization using the space more frequently may be asked to change its reservation.
22. The rooms must be vacated fifteen (15) minutes before closing of the Branch.

APPLICATION PROCESS

1. Application for use of the meeting rooms must be completed in writing and dropped off at the Library Branch, or faxed/emailed to the meeting room coordinator listed at the top of the application form. The Branch Manager is authorized to grant or deny permission for the use of the facilities. Every reservation requires an application to be submitted.
2. The applicant will receive notice of approval or disapproval of this application by email or fax within 72 hours of submittal of the application. Applications are processed on business days only. This notice of approval must be presented to the Library staff on the day of the event as proof of confirmed reservation.
3. If there are special set-up requirements they must be included with the submission of the application. No last minute requests can be accommodated.
4. Applications should be filed at least seven (7) days, but no more than ninety (90) days in advance of the event.
5. Priority will be given to organizations and groups headquartered in Chula Vista or whose membership is composed of Chula Vista residents.
6. A representative of the organization (at least 18 years of age) must agree to sign this application and accept responsibility for the condition of the room(s), library property and for the conduct of the group.
7. The Branch Library must be notified of a cancellation within 72 hours of the scheduled date. In the event the Library must cancel a scheduled meeting, every effort will be made to notify the applicant by phone, email or mail, at least 72 hours in advance.